



TOWN OF WESTFORD  
**BOARD OF HEALTH**

TOWN HALL  
55 Main Street  
WESTFORD, MA 01886  
(978) 692-5509 FAX (978) 399-2558

### **Guidelines for Temporary Facilities**

Dear Participant:

The Westford Health Department enforces section 590.030 of the Massachusetts State Sanitary Code which requires a temporary food service permit be obtained for each booth/unit/structure at all temporary events/celebrations.

In general, a temporary food service permit is granted for any single event or celebration that lasts two weeks or less in duration. An inspection may be conducted prior to issuance of any permits.

Structural, equipment and warewashing facility requirement will vary depending on the type of food product prepared and sold.

In addition, the Board of Health may impose additional requirements to protect against health hazards related to the conduct of temporary food establishments. They may also prohibit the sale or distribution of some or all **potentially hazardous foods** (*raw and treated meats, poultry, eggs and dairy products and heat-treated vegetables and raw sprouts*). Furthermore, they may, when no health hazard will result, waive or modify requirements of any, or all, regulations governing foods sold or distributed in the Town of Westford.

For your convenience, the sponsor will make provisions for those conditions noted with a check mark.

Should you have any questions regarding any of these conditions, please do not hesitate to contact me at 978-692-5509.

Sincerely,

Rae Dick  
Health Agent



TOWN OF WESTFORD  
BOARD OF HEALTH  
TOWN HALL  
WESTFORD, MASSACHUSETTS 01886  
Phone: 978-692-5509 Fax: 978-399-2558

**TEMPORARY FOOD APPLICATION FEE \$30.00**

Establishment/Business/Organization Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of person responsible for this temporary food operation \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Does your organization currently possess an annual food permit from the Westford Board of Health? Y N  
If yes, circle type of permit: Food Service Retail

Name of Event \_\_\_\_\_  
Location of Event \_\_\_\_\_  
Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ to \_\_\_\_\_

Source of potable water \_\_\_\_\_  
Method of collecting and disposing of wash water \_\_\_\_\_  
Location of handwashing facilities \_\_\_\_\_  
Location of toilet facilities \_\_\_\_\_  
Method and type of sanitizer used \_\_\_\_\_  
List **ALL** food and beverages to be served, including source of food and brand names (you may need a separate sheet of paper) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you propose to hold cold potentially hazardous foods below 45°F? \_\_\_\_\_  
\_\_\_\_\_

How do you propose to hold hot potentially hazardous foods above 140°F? \_\_\_\_\_  
\_\_\_\_\_

How do you propose to hold raw foods separate from ready-to-eat foods? \_\_\_\_\_  
\_\_\_\_\_

Do you have a Certified Food Protection Manager (590.003) (to be present at all times during the event)? Y N  
Provide Name (and attach copy of certificate) \_\_\_\_\_

Application must be received at the Board of Health office at least 14 days prior to event. Please call the office to let us know if the permit should be mailed or if someone will pick it up in person.

Please be aware that we are likely to conduct an inspection of the temporary site before the event date.

I have read, and understand, the "Guidelines for Temporary Food Vendors"

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Guidelines for Temporary Food Vendors

*In order to ensure a safe and sanitary food supply, the issuance of a temporary food service permit is based on the following conditions:*

- ☐ Two weeks prior to the event, a completed Temporary Food Service Application (enclosed) must be sent to the Westford Health Department. The application must include either a business check or money order covering the application fee.
- ☐ Only food stipulated on the permit may be sold.
- ☐ Temporary food permit must be conspicuously displayed on site.
- ☐ Foods must be obtained from an approved commercial source. Proof of source, *i.e.* boxes, receipts, etc. must be available on site.
- ☐ All potentially hazardous foods, as defined on page one, must be transported and held at proper temperatures:

**Frozen Foods.....at or below 0°F**

**Refrigerated Foods....at or below 45°F**

**Hot Foods.....at or above 140°F**

*(Only mechanical refrigeration and/or crushed or cubed ice is allowed as a cooling medium.)*

- ☐ Thermometers must be available and **in use** for monitoring food temperatures. Temperature log sheets are recommended and should be kept for 60 days.
- ☐ All packaged foods must be individually wrapped/packaged and labeled.
- ☐ Packaged and unpackaged foods cannot be stored in direct contact with ice, water or liquid wastewater. **Exception:** Canned and bottled beverages may be stored in ice, providing the ice will not be used for public consumption.
- ☐ Good food handling practices must be observed, along with a high level of personal hygiene, clean outer clothing, and the use of effective hair restraints.
- ☐ Food handling must be minimized by using tongs, plastic gloves, paper wraps, napkins, etc. **Ready-to-eat foods may not be handled with bare hands!**
- ☐ All food, drinks and condiments shall be handled and stored in such a manner so as to prevent contamination. *For example:* they must be adequately protected from the elements, insects and customers (this includes food sampling). They must be covered and stored in clean containers and kept off the ground/floor. Trash bags are not allowed for storage.
- ☐ Warm running water with liquid soap and disposable towels for handwashing must be available. (Warm bottled water with a pull out spout is acceptable.) Hand sanitizer must also be provided at each unit/structure/booth. All food handlers/servers shall wash their hands after using toilet facilities, smoking, eating, handling garbage, or any other possibility of contamination.

## Guidelines for Temporary Food Vendors (Cont'd)

- ☐ Only single service condiments should be used. Squeeze bottles, or pour containers, are an acceptable substitute.
- ☐ Vendors licensed to sell scooped ice cream must store scoops in clean water that is changed every 15 minutes.
- ☐ All equipment, utensils and containers must be maintained in a clean and sanitary condition.
- ☐ Clean-up facilities must be available whether on site or at the base of operations. These must include a three-compartment sink, a sanitizer, sanitizing instructions and a sanitizer test kit. (Participants should be prepared to bring extra equipment, utensils, pots and pans, etc., that might require washing and sanitizing should they become contaminated with soil, raw foods, etc.)
- ☐ Facilities must be kept clean at all times. For those vendors preparing or distributing potentially hazardous foods, spray bottles or buckets filled with sanitizing solution must be in use for counters, shelves, scoops and utensil cleaning.

*Note: 2 teaspoons of bleach in one gallon of water will yield an acceptable sanitizing solution.*

- ☐ Facilities must be kept clean at all times. For those vendors preparing or distributing potentially hazardous foods, spray bottles or buckets filled with sanitizing solution should be in use for counters, shelves, scoops and utensil cleaning.
- ☐ Restroom facilities, including sinks with hot and cold running water, must be located nearby and must be accessible for food handler/server use. In addition, hand sanitizing lotions must be available at each booth/stand/station.
- ☐ Premises shall be kept clean. Garbage, refuse and liquid waste shall be disposed of in a sanitary manner.
- ☐ Contact the Westford Fire Department for open flame and propane gas tank requirements.

-----detach here-----

*Please detach and return with application and check for \$30.00.*

I have read the "Guidelines for Temporary Food Vendors" (2-page document)

Signature \_\_\_\_\_

Date: \_\_\_\_\_

## **FOOD SAFETY AT TEMPORARY EVENTS**

**Are your hot foods hot; cold foods cold; equipment and utensils clean and sanitized?**

### **The Top Six Causes of Food Poisoning**

Based on past experience, the U.S. Centers for Disease Control and Prevention list these six practices as the ones most likely to lead to foodborne illnesses. Check through the list to make sure your event has taken precautions to prevent these common causes of foodborne disease:

**1. Inadequate Cooking and Cold Holding**

More than half of all food poisonings are due to keeping food out at room temperature for more than 2-4 hours.

**2. Preparing Food Too Far Ahead of Service**

Food prepared 12 or more hours before service increases the risk of temperature abuse and the growth of harmful microorganisms.

**3. Poor Personal Hygiene and Food Handlers with Infectious Diseases**

Poor hand washing habits and foodhandlers working while ill are implicated in one out of every four foodborne illnesses.

**4. Inadequate Reheating**

When leftovers are not reheated to above 165°F, illness often results.

**5. Inadequate Hot Holding**

Cooked foods, held below 140°F prior to service, can become highly contaminated.

**6. Contaminated Raw Foods and Ingredients**

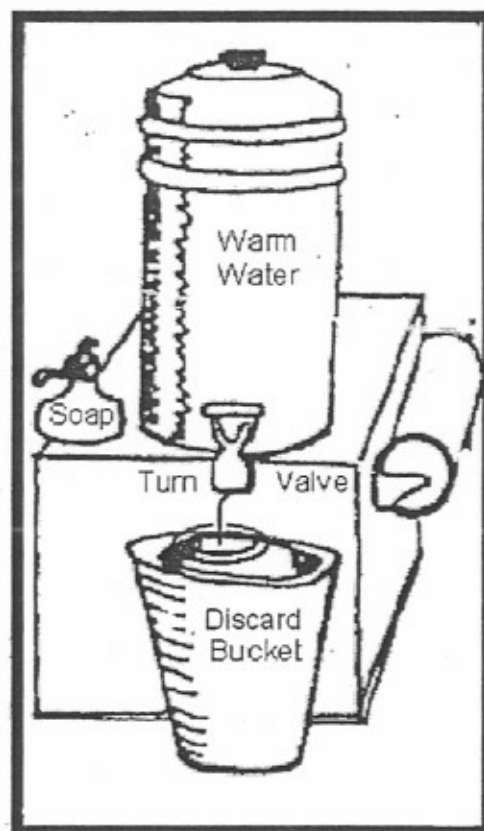
Serving contaminated raw shellfish milk, or using contaminated raw eggs in sauces and dressings has often led to outbreaks of foodborne disease. It is always safer to use pasteurized products.

# HANDWASHING FOR TEMPORARY EVENTS

## A HANDWASHING STATION MUST INCLUDE:

- POTABLE HOT AND COLD RUNNING WATER (OR WARM WATER)
- LIQUID SOAP – IN A PUMP-TYPE DISPENSER
- PAPER TOWELS
- CONTAINER FOR WASTE WATER
- WATER CONTAINER MUST BE CLEAN AND HAVE A VALVE OR SPIGOT THAT REMAINS OPEN TO ALLOW FOR ADEQUATE HAND WASHING

### EXAMPLE:



## CLEAN HANDS FOR SAFER FOODS

Since personnel staffing temporary events are often times volunteers, with little or no professional food service experience, it is important that they receive training in the proper method of washing their hands. The following may serve as a guide:

1. Use soap and hot water (minimum 110°F).
2. Rub hands vigorously while washing.
3. Wash **ALL** surfaces, including back of hands, wrists, between fingers, and under fingernails – use a nail brush.
4. Rinse hands well.
5. Dry hands with a paper towel.
6. Turn off the water using a paper towel instead of bare hands.
7. If hand sanitizers are used, they should be used after hand washing and before putting on gloves.

Hands should be washed before beginning work and frequently during the day, especially after performing any of these activities:

- Using the toilet
- Handling raw food
- Coughing or sneezing
- Touching hair, face or body
- Smoking, eating
- Handling soiled items
- Scraping tableware
- Disposing of garbage

## 14 STEPS TO SAFE AND SANITARY FOOD SERVICE EVENTS

Church suppers, street fairs, civic celebrations and other similar events often call for food to be served outside or in locations where keeping foods safe and sanitary becomes a real challenge. This 14-step guide will help reduce the risk of foodborne illness, thus making your event memorable for the right reasons.

1. **Permits.** Check with your local government agency about permits and code requirements. Be prepared to tell the department where you will hold the event, what you plan to serve, where the food will come from, how you will prepare and transport it, and the precautions you will take to prevent contamination. (The Fire Department must be notified if propane tanks will be provided.)

*In the event of a foodborne illness, it will help if you can show you ran your event "by the book".*

2. **Booth.** Design your booth with food safety in mind. The ideal booth will have an overhead covering, be entirely enclosed except for the serving window and have only one door or flap for entry. Clear plastic or light colored screening on sidewalks will aid visibility. Only foodservice personnel are permitted inside the food preparation area. Animals must be excluded.

*The more your food is exposed to outsiders, the greater the likelihood of contamination.*

3. **Menu.** Keep your menu simple and keep potentially hazardous foods (meats, poultry, eggs, fish, dairy products, cut melons, tofu, etc.) to a minimum. Avoid using leftovers. Cook to order, to help reduce the potential for bacterial contamination. Use only foods from approved sources - avoid foods that have been prepared at home.

*Complete control over your food, from source to service, is the key to safe, sanitary food service.*

4. **Cooking.** Use a food thermometer to check cooking and hot and cold holding temperatures. Hamburgers and other ground beef should be cooked to 155°F or until juices run clear. Poultry should be cooked to 165°F. Fish, eggs, pork and other meats should be cooked to 145°F.

*Most illnesses from temporary events can be traced back to lapses in temperature control.*

5. **Re-heating.** Heat leftover foods to above 165°F within 30 minutes. Do not attempt to heat foods in crock pots, steam tables or other hot holding devices, or over sterno.

*Slow cooking mechanisms may activate bacteria and never reach killing temperatures.*

6. **Cooling**

<b>LEFTOVERS</b> may not be sold, served, or used. Hot foods, which have not been used by the end of the day, must be discarded.
--

*Allowing hazardous foods to remain unrefrigerated for too long has been the cause of many episodes of food poisoning.*

7. **Transportation.** If food needs to be transported from one location to another, keep it well covered and provide adequate temperature controls. Use refrigerated trucks or insulated containers to keep hot foods hot (above 140°F) and cold foods cold (below 40°F.)

*Neglecting transportation can undo all the previous food protection practices.*



8. **Handwashing.** Provision must be made for adequate hand washing facilities. In a pinch, a large urn full of hot water, a soap dispenser, hand sanitizer, a roll of paper towels and a bucket to collect wastewater may be acceptable (*see diagram*).

*The use of disposable gloves can provide an additional barrier to contamination, but gloves are no substitute for hand washing. Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease.*

9. **Health & Hygiene.** Only healthy workers should prepare and serve food. Personnel showing symptoms of a disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc. ), or who have open sores or infected cuts on the hands, should not be allowed to handle foods. Also, food handlers should wear clean outer garments and should not smoke or eat in food preparation and storage areas.

*All personnel, handling foods, are frequently the cause of foodborne diseases. Smoking and eating while handling food contributes to the contamination of workers hands.*

10. **Food Handling.** Avoid hand contact with raw, ready-to-serve foods and food contact surfaces. Use disposable gloves, tongs, napkins or other to handle food.

*Touching food with bare hands transfers harmful microorganisms to the food.*

*New regulations require that gloves be worn at all times when handling ready-to-eat foods (foods that will not receive any further heat treatment.)*

11. **Dish Washing.** Use single service articles for food service. Keep hands away from food contact surfaces, and never reuse single service items. Wash equipment and utensils in a 5-step sanitizing process; prescrape or presoak dishes, wash in hot, soapy water; rinse in hot water; sanitize (using proper strength chemical); air dry.

*Clean utensils provide protection against the transfer of harmful microorganisms.*

12. **Ice.** Ice is a food product and should be protected from contamination. Use a proper dispensing tool to dispense ice, never the hands; never glass.

*Ice can become contaminated with bacteria and viruses and cause foodborne disease.*

13. **Wiping cloths.** Rinse and store wiping cloths in a bucket of proper strength sanitizer. Change the solution as it falls below required strength. You must have a test kit to check the strength of the sanitizing solution.

*Properly cleaned and sanitized work surfaces prevent contamination and discourage flies.*

14. **Insect Control & Wastes.** Keep all foods covered to protect them from insects. Store insecticides away from food. If you apply insecticides, follow label instructions, avoiding contamination of food, equipment and all food contact surfaces. All garbage and paper waste refuse containers must be clean and have tight fitting lids. Place them as far away from food as possible. Dispose of wastewater in a sewer or public toilet.

*Flies and other insects are carriers of food diseases. The chemicals used to kill them may be toxic to humans.*